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**City of North Canton**  
**Michael J. Grimes**  
Director of Administration

**SUBJECT: Internal & External Position Posting – Water Distribution**

This notice is to advise that a full-time opening exists in the City of North Canton Service Center. This notice shall serve as the required internal posting for all current full and part-time employees of the City of North Canton. Note the city will also be soliciting applicants from outside the city's employ during this time however; no person will be hired until the 10-day internal notice has expired. Position includes healthcare, vacation, and paid holidays.

**Position:**

**General Laborer Entry Level to Service Worker II**

**Salary Range:**

**\$12.81 to \$21.27 per hour**

Note: Position and Salary based on experience and 6 month evaluation

If you are qualified, a formal letter should be made to the Office of the Director of Administration within the time limit shown on this posting applying for the position. Experience with water distribution is a desirable skill, so please note any experience in this area with the job request. Please include any training or certifications that may not be on file with Administration. The general job description is attached to this notice. Persons outside the City's employ should submit a city application that can be found on the city's web site or obtained Monday through Friday between 8:00 AM and 4:00 PM from the Office of:

The Director of Administration  
North Canton City Hall  
145 North Main Street  
North Canton, Ohio 44720

The final decision on hiring rests with the Director of Administration.

**The internal deadline for application is Monday, March 28, 2016, by 12:00 Noon.**

	<b>POSTING TIMES</b>	<b>POSTING LOCATIONS</b>
From:	Noon, Monday, March 14, 2016	City Hall (2) City Service Center Water Treatment Plant
To:	Noon, Monday, March 28, 2016	Fire Department Station # 1 Fire Department Station # 2 Engineering/P&I Department Police Department

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## JOB DESCRIPTION

Position Title: General Laborer to Service Worker II

Departments: Drinking Water Plant, Water Distribution, Sanitary Sewer, Street, Parks, and Recreation

Potential Supervisors: Chief Operator of Drinking Water Plant, Superintendent of Utilities and Services, and Operations Managers

### Definition/Purpose:

The purpose of this position is to serve the public by performing the semi-skilled work necessary to ensure the effective operation of the City of North Canton's drinking water plant, as well as the city's water distribution, sanitary sewer, street, parks, and recreation departments.

### Required Characteristic Work (a representative but not exhaustive list):

1. Promote and maintain a safe work environment and follow safe work habits to ensure the safety of the city employee, his/her co-workers, and the public.
2. Perform all work related tasks that are listed in the job descriptions for less senior positions.
3. Dig post holes, attach rails to posts, replace damaged rails, and fabricated rails.
4. Spread and rake cold and hot asphalt mix to proper thickness and grade on streets and assist in setting and resetting curbs.
5. Loosen and dig out areas with pneumatic tools for street repair.
6. Build wooden forms for concrete and rough finish concrete surfaces.
7. Spread salt and slag by hand.
8. Operate a salt spreader and/or snow plow as required and erect and remove snow fencing.
9. Operate as a flagman and set up barricades and lights during emergency situations.
10. Install and maintain drainage ditches, sidewalks, driveway aprons, driveway crossovers, and street ditch tile.
11. Operate a sewer jet and perform other technical tasks related to the city's water distribution and sewer services.
12. Perform water main taps with a tapping machine.
13. Monitor the condition of department equipment and report repair requirements to a supervisor.
14. Assist in the inventory of equipment and supplies.
15. Perform general tasks with all city vehicles, equipment, and machinery, including loaders, backhoes, and dump trucks.
16. Attentively observe more senior employees as they perform tasks that the less senior city employee has not yet mastered, readily assisting them when instructed to do so.
17. Perform other related work as instructed.

## JOB DESCRIPTION (Continued)

### Required Employee Attributes and Qualifications:

1. A strong desire to serve the residents of the City of North Canton.
2. An ability to interact with co-workers and the public in a polite and tactful manner.
3. An ability to understand and follow oral and written directions.
4. Respect for city property and the property of others.
5. An ability to perform assigned tasks in a punctual and satisfactory manner.
6. An ability to arrive to work on time and on a regular basis, work irregular hours and overtime hours, and work outside under adverse weather conditions.
7. An ability to perform physical labor, including the ability to carry heavy loads, climb up and down ladders, and climb into and out of holes.
8. A willingness to perform to the best of one's abilities and to learn new skills.
9. Strong organizational skills.
10. Mechanical and electrical aptitudes.
11. Experience with hand tools.
12. Experience with small engines.
13. One to three years of construction and street maintenance experience.
14. Knowledge of work zone safety principles and techniques.
15. An ability to demonstrate a level of job performance and job knowledge that a city employee of more than six years should be able to exhibit.
16. Require very little supervision and be more proactive than a less senior city employee.
17. An ability to lead a group of less senior city employees.
18. General knowledge of the component parts and performance limits of all city vehicles, equipment, and machinery, as well as how to perform the preventative maintenance necessary to keep them in satisfactory operation.
19. General knowledge of and ability to attend to the departmental needs of all service departments.
20. A high school diploma or equivalent.
21. CDL Ohio Driver's License.
  - a. General Laborer: not required
  - b. Service Worker I: CDL B required
  - c. Service Worker II: CDL A required

### Reporting Relationships:

A city employee serving in this position will often be called upon to lead a group of less senior city employees.